

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

November 7, 2007

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TITLE:	Health Educator
POSITION NO:	04042
LOCATION:	Public Health & Safety Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MPEA
PAY GRADE:	Pay Plan 20, Pay Band 6
STARTING SALARY:	\$33,460 - \$40,705 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, November 23, 2007**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: A resume is required at time of application.

If there are not a sufficient number of qualified applicants, a Training Assignment may be considered for applicants with some health-related education outreach experience, including volunteer or internships. Salary depends upon education and experience.

TYPICAL DUTIES: This position is responsible for coordinating public health education, outreach, and related functions to support ongoing program operations, and activities including assessing education and outreach needs and coordinating delivery; developing, coordinating, and/or facilitating conferences and presentations; coordinating public outreach activities and materials; responding to public health information requests; and conducting special studies and research projects. This position also provides a range of professional grant administration and support services including strategic planning and funding proposals; contractor procurement, selection, negotiation, and monitoring contracts; local program planning and development; site evaluations; reports and references; and communications. The incumbent will

also be required to participate in meetings and conferences; and attend ongoing training and professional development activities.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of principles and practices of public health education and disease prevention; youth, adult, and community education principles; business, technical, and media communications; federal, state, and department regulations and requirements pertaining to public health programs; grant, contract, and budget administration; program planning; and governmental procurement procedures and requirements.

Skills: Skill in assessing community needs; developing and delivering public presentations and outreach materials; analyzing, interpreting, and applying regulatory and contract requirements to unique situations; operating standard office technologies and software; and written and verbal communication.

Abilities: Ability to provide timely and concise information to others verbally, nonverbally, and in writing; help others communicate effectively; build relationships key to success by establishing trust, credibility, and rapport; use reason and logic to identify and solve problems; and make effective decisions.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in a public health, education, behavioral/social/clinical sciences, or communications field **AND** one year public health job related experience. Other equivalent combinations of education and experience will be considered; however, a Bachelor's degree is required. Tobacco prevention health education is preferred.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form; and
3. Copy of transcripts for any coursework at a college or technical school. (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*).
If unforeseeable circumstances occur, transcripts may be

submitted at time of interview (if an interview is granted); and
4. Resume is due at time of application.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.